

82.1

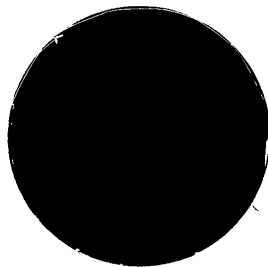

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## RECORDS MANAGEMENT PROGRAM

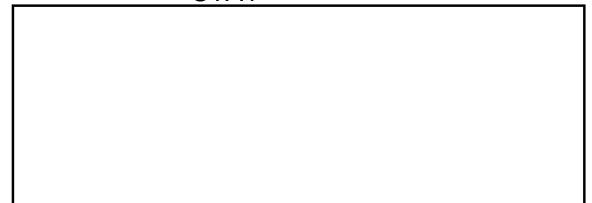
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# RECORDS CONTROL SCHEDULE FOR THE

STAT



STAT



~~CONFIDENTIAL~~

DRAFT - 25 March 1960

Dispatch \_\_\_\_\_

25X1 TO:

FM: C/NE

SUBJECT: Records Disposition Authority

ACTION REQUIRED: As indicated in paras. 1, 2 and 3 below

REFERENCES: A. (Field Dispatch transmitting [redacted] Schedule #82.1)  
B. (Book Dispatch transmitting copy of Disposition Guide for Auxiliary Paper Holdings)

25X1

25X1

1. Review of the proposed Records Control Schedule for the [redacted]

25X

25X1 [redacted] transmitted with Reference A, has been delayed pending the development of the Disposition Guide for Auxiliary Paper Holdings (Reference B). Copies of your Schedule received in headquarters were unclassified but have since been stamped "Secret". Retained copies of the Schedule should be classified accordingly.

2. In the light of the guidance provided to the Chief of Station by Reference B, you may wish to consider further certain items on your Schedule as follows:

a. Item 36, Dossier File, contains "biographic information on Communists and other prominent personalities" to be destroyed "3 years after date of latest information or forward to gaining station". If such information of value to the CS has been furnished to headquarters, there is no objection. Such information can be disposed of only by a competent intelligence officer applying the value stand-

25X1 ards in [redacted]

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b. Item 39, Biographic Information File, the Station's central card index, would be destroyed "when no longer of current value or 5 years from date of last entry on card, whichever is sooner". While it is not possible to put an arbitrary time limit on CS interest on information pertinent to its mission, where such information is already recorded at headquarters, the field may destroy copies with impunity when its own requirements cease. See Chapter III of [ ] and 25X1 Note #3 of the Disposition Guide, Reference B.

c. Items 5, 27, 28, 35, 44 and 45 (Project and Agent 201 Files). The field is encouraged to destroy files on dead projects and terminated agents; however, prior to destruction, such files should be reviewed for record copies of documents which contain information of legal value as defined in para. 8.b. of Chapter III, [ ] 25X1

3. The Station may wish also to review the following items:

25X1

[ ]

Disposition Guide  
(Reference B)

25X11. Item 1

[ ]

Item 5

2. Item 8 - Personnel Folder File

Items 15.d. and 18.b.

3. Item 11 - Summary Accounting Files

Item 15.i.

4. Item 13 - Voucher and Control Files

Item 15.j.

5. Item 17 - Motor Vehicle File

Item 16.e.

6. Item 21 - Book Dispatch File

Item 7

~~CONFIDENTIAL~~

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4. Additional items from the [redacted] 25X1

a. Item 7, Basic Registered and Top Secret Documents. Headquarters assumes that [redacted] will be followed 25X1 in the disposition of such documents.

b. Item 24, Name Index File. It is possible that the Station will find a master file of cryptic references valuable and pertinent even after cancellation of cryptonyms, or, in the case of staff personnel, after departure of the personnel.

5. (Any other points that NE may wish to add.)

---

C/NE

Preparation and Review:

Approval:

Concurrence:

STAT

16 Sept 1959  
Date

Date

Chief, Records Management Staff

Date

RECORDS DISPOSITION AUTHORITY

STAT

Records Control Schedule (No. 82.1) for  
the [ ] is approved and Authority  
hereby given to implement the disposition  
instructions contained therein.

STAT

Chief, NE Support Staff

7 December 1959  
Date

DD/P Records Management Officer

Date

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SCHEDULE NO.

82.1

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

STAT

TITLE

C.O.S.

DATE

12 Sept, 1959

ITEM NO.

(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME (CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

STAT

.1

Permanent. Disposal not authorized.  
Retain in current files area indefinitely.

ILLEGIB

2

MONTHLY SITUATION REPORTS FILE

STAT

.1

Temporary. Destroy when 2 years old.  
Maintain a two year level; thereafter  
destroy oldest year after filing current  
year.

Some reports also contain information on  
general administrative subjects such as  
personnel, training, and housing. Filed  
chronologically.

1958 - 1959

Approved For Release 2005/08/15 : CIA-RDP78-00487A000400140001-4



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/08/15 : CIA-RDP78-00487A000400140001-4</p> <p>Support, Operations, and Production. Copies of individual documents are forwarded to Headquarters as originated. Filed alphabetically by project name.</p> <p>1957 - 1958</p>		<div data-bbox="1360 1136 1455 1289" style="border: 1px solid black; width: 58px; height: 73px; margin: 0 auto;"></div>



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SCHEDULE NO.

487A000400140001-4

CONCURRENCE

OFFICE, DIVISION, BRANCH

TITLE

DATE

*Administrative Officer*

*3 September 1959*

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
6	<p>ADMINISTRATIVE SUBJECT FILE</p> <p>Consists of general correspondence, circulars, reports, cables and dispatches used primarily for the administration of Station personnel. File contains Income Tax instructions and guides, Insurance and Credit Union information, language training facilities in the area, promotion correspondence, travel orders for local travel, etc. Filed alphabetically by subject.</p> <p>1955 - 1959</p>	.6	<p>Temporary. Destroy when 1 year old. Cut off at end of each year, destroy 1 year thereafter.</p>
7	<p>TOP SECRET AND REGISTERED DOCUMENTS FILE</p> <p>Consists of registered and TOP SECRET documents filed separately to limit access to the file. Documents contain information which is both Support and Operational in nature pertaining to emergency plans. File also contains the charge-out and control media.</p> <p>a. Basic REGISTERED and TOP SECRET documents.</p> <p>1954 - 1959</p> <p>b. T.S. Cover Sheets which serve as a control of the routing and indicates who has seen the document.</p>	.3  .1	<p>Temporary. Destroy when Plan is obsolete, superceded or replaced by a new plan.</p> <p>Temporary. Destroy 5 years after destruction of the document.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/08/15 : CIA-RDP78-00487A000400140001-4		
	c. Charge-out cards containing the initials of individuals to whom the documents have been loaned.	.1	Temporary. Destroy when document is destroyed.
	1954 - 1959		
8	PERSONNEL FOLDER FILES		
	Consists of case files containing copies of papers pertaining to the administration of Station personnel. Included are copies of Travel Orders, Fitness Reports, Reassignment Questionnaires, W.A.E. Contracts, Hospitalization Claims, etc. File is maintained in two parts	1.8	Temporary. Forward pay record on W.A.E. Employees to Headquarters; destroy all other material 6 months after transfer or separation of employee.
STAT			
	Current		
9	TABLE OF ORGANIZATION FILE		
	Consists of copies of organization charts, lists of positions, position titles and encumbents of the positions for the [redacted] File is used for reference purposes. Arranged alphabetically by Stations and Bases.	.1	Temporary. Destroy upon preparation of new charts, lists, or when information is obsolete.
	1959		
10	PROCUREMENT AND REQUISITION FILES		
	Consists of files reflecting the procurement or requisition of Station supplies and equipment and services. Files contain copies of dispatch requisitions, signed hand receipts, shipping documents, copies of vouchers	.6	Temporary. Destroy 6 months after audit and clearance of Station Summary Accounting files except Hand Receipts which will be destroyed upon return of property.
	Approved For Release 2005/08/15 : CIA-RDP78-00487A000400140001-4		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/08/15 : CIA-RDP78-00487A000400140001-4		
	<p>for local purchases and Form 1330 All Purpose Property Transaction Record. Original vouchers are forwarded to Headquarters with Budget and Fiscal Files.</p> <p>1952 - 1959</p> <p>11 STATION AND BASE SUMMARY ACCOUNTING FILES</p> <p>Consists of Station and Base Monthly Summary Accountings which are prepared to reflect the current status of funds and financial position of the installation. Files contain Disbursement Vouchers, Trial Balances, Schedules of Cash on Hand, Notification of Transfer of Funds, Travel Vouchers, Housing Claims, etc. Base accountings are forwarded for consolidation with Station records. Filed by Fiscal year and thereunder chronologically by month.</p> <p>Fiscal 1957 - 1960</p> <p>12 PROJECT BUDGET AND FISCAL FILES</p> <p>Consists of case folders maintained for each operational project and in which papers are filed that reflect all money transactions of the project. Information includes project budgets, quarterly and special allotments, obligations, funds expended, loaned, etc. Files may also contain Memorandums of Agreement and Project Approvals. Project financial data is also transferred to Station Summary Accountings. Filed by Cost Account Number.</p>	<p>.6</p> <p>1.6</p> <p>.3</p>	<p>Temporary. Destroy 6 months after audit and clearance of Station Summary Accounting files except Hand Receipts which will be destroyed upon return of property.</p> <p>Temporary. Transfer to Headquarters 6 months after Audit and clearance of files.</p> <p>Temporary. Destroy 6 months after close of project and Audit of Summary Accounts.</p>
	<p>1959</p> <p>Approved For Release 2005/08/15 : CIA-RDP78-00487A000400140001-4</p>		

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/08/15 : CIA-RDP78-00487A000400140001-4			
13	<p>VOUCHER REGISTER AND CONTROL JOURNAL FILES</p> <p>Consists of Form 768, Voucher Register and Cash Journals which are used to record and control vouchers, to record debit and credit entries and to reflect all expenditures in summary. Arranged by Fiscal Year.</p> <p>Fiscal 1957 - 1960</p>	.4	Temporary. Destroy when ten years old.
14	<p>AUDIT REPORTS FILE</p> <p>Consists of Station copies of formal Reports of Audit prepared by audit teams. These reports reflect discrepancies in the financial transactions of the Station as well as suggested methods of Financial Management. File also includes the Station reply on action taken as a result of audit findings.</p> <p>1956 - 1959</p>	.1	Temporary. Destroy 2 years after final settlement of discrepancies.
15	<p>FOREIGN REAL PROPERTY FILE</p> <p>Consists of copies of the Declaration of Trust, copies of Form 360, Foreign Real Property Reports, inventory of furnishings and memorandum receipts. File is used as a source of information on property held by the Station and as a reference to available and suitable housing for Station employees. The original Declaration of Trust and monthly reports on the status of available housing are sent to Headquarters. Individual leases are filed in employees personnel folders. Arranged by Quarters number.</p> <p>Current</p>	.1	Temporary. Destroy all papers related to property 6 months after abandonment of property.
Approved For Release 2005/08/15 : CIA-RDP78-00487A000400140001-4			

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
16	<p>QUARTERS ALLOWANCE FILE</p> <p>Consists of 5"X8" cards maintained on each housing unit in Trust to the Station. Cards are used to control the rental of each unit and reflect the authorized allowances, effective date and to whom leased. Cards also indicate vacant or available units. Arranged by type of property.</p> <p>Current</p>	.1	<p>Temporary. Destroy upon preparation of new card or upon abandonment of quarters.</p>
17 STAT	<p>MOTOR VEHICLE FILE</p> <p>Files contain information on each vehicle indicating authority for purchase, to whom assigned, make of vehicle, model, engine number, and authority for disposal. File also contains information on the maintenance and repair of the vehicle. Arranged by assigned motor vehicle number.</p> <p>1959</p>	1.2	<p>Temporary. Destroy 6 months after vehicle is disposed and audit of records.</p>
18	<p>PROPERTY INVENTORY CARD FILE</p> <p>Consists of Forms 331, Material Record Cards (5"X8") which contain an inventory and running balance of all supplies and equipment charged to the Station. Cards are used to control the receipt and issue of property and for preparation of the "Dollar Value" report which is sent to Headquarters annually. Filed by class, group, and by stock number thereunder.</p> <p>Current</p>	.2	<p>Temporary. Destroy 2 years after discontinuance of item or upon preparation of new card, and audit of records.</p>

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
19	<p>Approved For Release 2005/08/15 : CIA-RDP78-00487A000400140001-4</p> <p>REFERENCE PUBLICATIONS FILE</p> <p>Consists of published material such as Regulations, Handbooks, Supply Catalogs, Administrative Memorandums, etc., used for convenience of reference.</p>	1.1	<p>Temporary. Destroy when no longer needed for reference purposes or when rescinded by current publications. ✓</p>

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SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

STAT

TITLE *Administrative Officer* DATE *3 September 1957*

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

20

CONVENIENCE FILES (READING)

Consists of extra copies of incoming and outgoing dispatches maintained for convenience of reference.

STAT

1954 - 1959

3.6

Temporary. Destroy when 1 year old. Maintain a 1 year level; thereafter, destroy oldest month after filing current month.

b. Dispatches received from other Stations and Bases as information files and on which this Station is not addressee. Arranged by Station or Base and numerically thereunder.

1953 - 1959

1.6

Temporary. Destroy when 6 months old. Maintain a 6 month level; thereafter, destroy oldest month after filing current month.

21

BOOK DISPATCH FILE

Consists of Book Dispatches received from Headquarters which contain instructions and on which Stations and Bases are requested to take action. Instructions may pertain to all phases of Station operations and usually supplement regulatory issuances.

.6

Temporary. Destroy when 1 year old. ✓

ILLEGIB

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/08/15 : CIA-RDP78-00487A000400140001-4			
22	POUCH MANIFEST FILE	1.5	Temporary. Destroy when 1 year
23	REGISTRY AND POUCH NUMBER LOGS	.2	Temporary. Destroy when 1 year old.
24	NAME INDEX FILE	.4	Temporary. Destroy when individual departs Station or when name is cancelled, whichever is sooner.
STAT	Current		



ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/08/15 : CIA-RDP78-00487A000400140001-4		
25	<p>MAIL RECEIPT FILE</p> <p>Consists of 5"X8" cards used as receipts for mail delivered to the [REDACTED] Room. Recipients initials are obtained on the cards for mail received for forwarding. Filed chronologically.</p> <p>1958 - 1959</p>	.1	<p>Temporary. Destroy when 3 months old.</p> <p>[REDACTED]</p>
26  STAT	<p>[REDACTED]</p> <p>1959</p>	7.0	<p>Temporary. Destroy when 1 month old. Maintain a 1 month level; thereafter, destroy oldest month after filing current month.</p>
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Next 1 Page(s) In Document Exempt

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	Approved For Release 2005/08/15 : CIA-RDP78-00487A000400140001-4		
	<div style="border: 1px solid black; width: 330px; height: 45px; margin: 0 auto;"></div> <p style="text-align: center;">1954 - 1959</p>		
32	LIBRARY MATERIAL		
	Consists of bound library books and similar reference material maintained for convenience of reference.	9.0	Temporary. Forward to USIS Lib when no longer needed for reference purposes. <div style="border: 1px solid black; width: 40px; height: 60px; float: right;"></div>
33	REFERENCE PUBLICATIONS FILE		
	Consists of published material such as Periodicals, Pamphlets, and similar material used for reference purposes.	.4	Temporary. Destroy when no longer needed for reference purposes.

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RECORDS CONTROL SCHEDULE

SCHEDULE NO.

487A000400140001-4

OFFICE, DIVISION, BRANCH

CONCURRENCE

SIGNATURE

TITLE

DATE 2 April 1959

STAT

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
34	<p>STATION FILE (FI)</p> <p>Consists of case files which contain operational information on broad target areas of interest to the Station. Cases differ from project cases in that they are used for background information and target analysis; may be used to support several projects; and the information is collected from many sources and usually referred to by subject content. Filed alphabetically by subject.</p> <p>(1956 - 1959)</p> <p>(Note: The Station file does not presently exist as described but fragments and portions thereof are held by various personnel of the Station.)</p>	1.9	Temporary. Destroy when information is obsolete or of no current reference value to the Station.
35	<p>reports prepared by the responsible Case Officer are also filed with the project. Original copies of individual documents are forwarded to Headquarters as originated. Filed alphabetically by project title.</p>	3.8	Temporary. Destroy 1 year after termination or cancellation of project. Upon termination or cancellation of project place in inactive file and destroy 1 year thereafter.

see item 9 b of Serial 4

Approved For Release 2005/08/15 : CIA-RDP78-00487A000400140001-4

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
Approved For Release 2005/08/15 : CIA-RDP78-00487A000400140001-4			
36	DOSSIER FILE  <div style="border: 1px solid black; width: 300px; height: 150px; margin: 10px auto;"></div> (1952 - 1959)	3.0	Temporary. Destroy 3 years after date of latest information or forward to gaining Station or Base upon receipt of information that individual is active in that area. <div style="border: 1px solid black; width: 40px; height: 40px; float: right; margin-top: 20px;"></div>
37	STAT  CONVENIENCE FILES (READING)  Consists of extra copies of incoming and outgoing Intelligence Reports <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px; vertical-align: middle;"></span> maintained for convenience of reference.  a. Extra copies of outgoing reports prepared by the Station and forwarded to Headquarters and other interested Stations and Bases. Copies are also filed in project files to which they pertain. Arranged chronologically and by report number thereunder.  (1957 - 1959)	3.0	Temporary. Destroy when 1 year old. Cut off at end of each year; destroy 1 year thereafter. <div style="border: 1px solid black; width: 40px; height: 40px; float: right; margin-top: 20px;"></div>

Approved For Release 2005/08/15 : CIA-RDP78-00487A000400140001-4

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<p>Approved For Release 2005/08/15 : CIA-RDP78-00487A000400140001-4</p> <p>b. Additional extra copies of outgoing reports which have been circulated to Case Officers for informational purposes. Filed chronologically. (1959)</p>	.6	Temporary. Destroy immediately. Discontinue future maintenance of this file.
25X1	<p>c. Copies of incoming reports from other [redacted] for informational purposes and for furnishing pertinent information to the [redacted] Filed by Station or Base and chronologically thereunder. (1957 - 1959)</p>	.5	Temporary. Destroy when 6 months old [redacted]
	<p>d. Copies of reports which serve as a log for sterilized copies, that were distributed to other sections [redacted] As numbered copies are returned they are marked off on the log copy. Arranged chronologically. (1959)</p>	1.0	Temporary. Destroy when 3 months old providing all accountable copies have been returned.
25X1	<p>e. Copies of old reports being held pending completion of carding. No arrangement. (1955 - 1956)</p>	.8	Temporary. Complete carding and destroy immediately.
38	<p>[redacted] (1956 - 1959)</p>	.1	Temporary. Destroy when 1 year old.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
39	25X1 Approved For Release 2005/08/15 : CIA-RDP78-00487A000400140001-4	12.0	Temporary. Destroy when no longer of current reference value or 5 years from date of last entry on card, whichever is sooner. <span style="float: right;">ILLEGIB</span>
40	LIBRARY MATERIAL  Consists of bound library books used for reference purposes.	.4	Temporary. Destroy upon receipt of new listing.
41		2.4	Temporary. Destroy when superceded, obsolete, or no longer needed for reference purposes.
42		14.0	Temporary. Forward to USIS Library when no longer needed.

RECORDS CONFIDENTIAL SCHEDULE NO. 5/08/15 : CIA-RDP78-00487A000400140001-4

OFFICE, DIVISION, BRANCH

CONFIDENTIAL

SIGNATURE

TITLE

CONCURRENCE

ITEM NO.

FILES IDENTIFICATION  
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME  
(CUBIC FT.)

DISPOSITION INSTR

43

SUBJECT FILE

Consists of correspondence, copies of reports, cables, dispatches and similar material used in administering the activities of the [redacted] Material in this file is of a general nature and does not normally pertain to one specific project or program. Arranged alphabetically by subject.

1958 - 1959

1.4

Temporary. Destroy when 1 year old. Cut off at end of each year; destroy 1 year thereafter.

44

CASE FILES

Consists of case files containing information documenting active [redacted] projects. Files contain 4 categories of information, i.e., Development and Plans, Support, Operations, and Production. Copies of monthly progress reports prepared by the responsible Case Officer are also filed with the project. Original copies of individual documents are forwarded to Headquarters as originated. Filed alphabetically by project title.

Current 1954 - 1959

3.4

Temporary. Destroy 1 year after termination or cancellation of project. Upon termination or cancellation of project place in inactive file and destroy 1 year thereafter.

45

Consists of case files established on individual Agents or Informants. Files

.5

Temporary. Destroy 1 year after termination of services or 1 year

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AT

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	<div>Approved For Release 2005/08/15 : CIA-RDP78-00487A000400140001-4</div> <div></div> <div>Current (1957 - 1959)</div>		after last contact.
46	CONVENIENCE FILE (READING)  Consists of extra copies of incoming cables which are of interest to the Section and are maintained for convenience of reference. Filed chronologically.  1959	.1	Temporary. Destroy when 6 months old. Maintain a 6 months level; thereafter destroy oldest month after filing current month.
47	LIBRARY MATERIAL  Consists of bound library books and similar reference material maintained for convenience of reference.	8.0	Temporary. Forward to USIS Library when no longer needed for reference purposes.
48	REFERENCE PUBLICATIONS FILE  Consists of published material such as Periodicals, Pamphlets, Press Reviews, and Newspapers maintained for reference purposes and for extracting information pertinent to Station Operations.	11.0	Temporary. Destroy when no longer needed for reference purposes. <div></div>

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